

## **IMPORTANT DEADLINES TO REMEMBER** **FOR ADMINISTRATION OF ESTATES:**

**\*\*\*Your date of qualification was: \_\_\_\_\_\*\*\***

► **30 DAYS FROM DATE OF QUALIFICATION:** MAIL OR HAND DELIVER THE NOTICE REGARDING ESTATE FORM TO ALL THE INTERESTED PARTIES (HEIRS AT LAW AND ALL THE BENEFICIARIES UNDER THE WILL).

► **30 DAYS FROM DATE OF QUALIFICATION:** MAIL OR HAND DELIVER THE AFFIDAVIT OF NOTICE TO THE **CLERK'S OFFICE** IMMEDIATELY FOLLOWING THE MAIL/DELIVERY OF THE NOTICE REGARDING ESTATE FORM TO ALL APPROPRIATE PARTIES.

► **4 MONTHS FROM DATE OF QUALIFICATION:** SEND THE INVENTORY TO THE COMMISSIONER OF ACCOUNTS OFFICE WITH THE APPROPRIATE FEES (See Fee Schedule).

► **16 MONTHS FROM DATE OF QUALIFICATION:** SEND THE FIRST ACCOUNTING TO THE COMMISSIONER OF ACCOUNTS OFFICE WITH THE APPROPRIATE FEES. (See Fee Schedule).

► **SECOND AND SUBSEQUENT ACCOUNTINGS** ARE DUE TO THE COMMISSIONER OF ACCOUNTS WITH THE APPROPRIATE FEES WITHIN 16 MONTHS FROM THE ENDING DATE OF THE PRIOR ACCOUNT AND SHOULD COVER A 12-MONTH PERIOD.

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### **FAILURE TO FILE THE ABOVE MENTIONED DOCUMENTS ON OR BEFORE THE APPROPRIATE DUE DATES MAY RESULT IN ONE OR ALL OF THE FOLLOWING:**

1. FINES AND/OR IMPRISONMENT
2. PAYMENT OF DELINQUENCY FEES FROM YOUR PERSONAL FUNDS
3. THE FORFEITURE OF YOUR COMMISSION AS EXECUTOR/ADMINISTRATOR
4. REMOVAL AS EXECUTOR/ADMINISTRATOR

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### **IMPORTANT NUMBERS & ADDRESSES:**

**Clerk of Circuit Court**

**Probate Department**

*P.O. Box 550*

*Leesburg, VA 20178*

*Bill Loy – (703)-777-0272*

[Wloy@loudoun.gov](mailto:Wloy@loudoun.gov)

*Michele Timmons – (703)-737-8795*

[Mtimmons@loudoun.gov](mailto:Mtimmons@loudoun.gov)

**Commissioner of Accounts**

*4 Cornwall Street, N.E.*

*Leesburg, VA 20176*

*(703)-777-5300*

[cofa@verizon.net](mailto:cofa@verizon.net)

*\*\*Please refer to the Clerk's Probate WEBSITE for additional forms and information at [www.loudoun.gov/clerk/probate](http://www.loudoun.gov/clerk/probate) \*\**